What is the MNPI Center?

The MNPI Center consists of the departments of: Microbiology, Neuroscience, Pharmacology, Integrative Biology & Physiology

www.mnpicenter.umn.edu

MNPI Grant Coordinators:

Microbiology - Megan Ruf 612-624-2468 rufx0007@umn.edu

Neuroscience - Kirsti Hendrickson 612-624-5160 hendr056@umn.edu

Pharmacology - Lynn Weber 612-626-6902 weber117@umn.edu

Integrative Biology & Physiology - Randi Lundell 612-626-4925 rmlunde@umn.edu

Grant Proposals #101

Most faculty are seasoned grant writers, but today's research climate makes it even more critical to have good staff support for grant submissions. We hope that this brochure will help provide guidance and direction for successful grant submissions in the MNPI Center.

Getting Started

- Contact your grant coordinator (GC)
- Make sure you are up-to-date on RCR requirements
- Read the RFA guidelines carefully
- Alert your GC to any subcontracts
- Be prepared for internal and agency deadlines
For simplicity reasons, the following directions and guidelines are geared toward the standard NIH R01 submission. Please contact your GC for additional details or requirements that apply to other grant types.

A "Sneak Peak" at the NIH R01 PA-13-302

- Font Type: Arial, 11 pt.
- Margins: 1/2 inch
- Research Strategy: 12 page limit
- Abstract: 30 line limit (including spaces)
- Narrative: 2-3 sentences in lay language
- Budget justification: no page limit, requires detailed information (see GC for sample)
- Vertebrate animals: no page limit, requires details of your project
- Data sharing: no page limit, must meet NIH standards
- Biosketch: 4 page limit, must meet NIH format standards
- Cover letter: 1 page best, must meet NIH format standards.
- Subcontracts: use NIH budget form for subawards
- Letters of Support: signed on letterhead
- Facilities and equipment: no page limit, include your own personal lab/office space, plus research infrastructure that supports your project
- Bibliography and citations: no page limit

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Submission Timelines

The NIH R01 requires that you submit it to SPA five working days prior to the NIH deadline. SPA has a handy link for you to verify your deadlines at http://www.ospa.umn.edu/GrantGov/DeadlineCalculator.html

Grant Coordinator Services:

- Review and interpret all grant application guidelines, instructions and policies (including budgetary expenses, limits, etc.)
- Coordinate budget creation with accounting staff (EGMS or Excel)
- Coordinate subcontracts
- Coordinate COI and FCOI documentation
- Prepare all form pages with administrative information
- Collect biosketches from all collaborators
- If electronic submission, convert all documents to PDF files
- Edit and/or proof the documents, time permitting and with input from the PI
- Prepare the PRF
- Route PRF for signatures
- Assemble the proposal, make any necessary copies, and submit to SPA
- Be on hand after the grant deadline to respond to any inquiries from SPA and/or PI

How Many People See My Grant?

SPA Deadline Countdown:

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 weeks prior to SPA deadline</td>
<td>Subcontracts need additional time to be included in overall budget</td>
</tr>
<tr>
<td>2 weeks prior to SPA deadline</td>
<td>Budgets need to be started about now, including justifications</td>
</tr>
<tr>
<td>1 week prior to SPA deadline</td>
<td>All documents, excepting the Research Strategy, can be submitted to GC for uploading</td>
</tr>
<tr>
<td>2 days prior to SPA deadline</td>
<td>Finish budget and route PRF to give Heads and Deans time to sign</td>
</tr>
<tr>
<td>1 day prior to SPA deadline</td>
<td>Upload Research Strategy and finalize</td>
</tr>
</tbody>
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Post-Award, Grant Tips and Helps

The Office of the Vice President for Research is a great resource for faculty at the University of Minnesota. See: www.ovpr.umn.edu

Post-Award Set-Up:

MNPI accounting staff are available to assist faculty and staff in all aspects of managing a sponsored program when a grant application is successful. They can help with the following:

- Request Advance Account Set-up
- Accept and review NOGA
- Establish budgets, approve budgets, re-budget
- Initiate purchases
- Monitor expenditures
- Initiate No-Cost-Extensions
- Approve final financial report
- Maintain files & documents
- Ensure accuracy of effort certification reports

Grant Writing Resources:

- NIH Grant Writing Tips: http://www.grants.nih.gov/grants/grant_tips.htm
- Purdue Online Writing Lab: https://owl.english.purdue.edu
- University of MN Medical School: Dr. Anne Marie Weber-Main. 612-625-7433/weber005@umn.edu

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